

SECTION 000.00 – GENERAL

SECTION 001.00 – BASIC CONCEPTS AND STANDARDS

- 001.01 Legal Authority.
- 001.02 Traffic Manual vs. MUTCD.
- 001.03 Approved Products.
- 001.04 Experimental Use Of Traffic Control Products.
- 001.05 Traffic Manual Revisions.

SECTION 002.00 – OFFICE OF TRAFFIC AND HIGHWAY SAFETY

- 002.01 Functions.
- 002.02 Responsibilities.
 - 002.02.01 General Duties.
 - 002.02.02 Data Collection and Studies.
 - 002.02.03 Highway Geometrics, Design and Operations.
 - 002.02.04 Traffic Control Devices

SECTION 003.00 – DISTRICT TRAFFIC

- 003.01 Functions.

SECTION 000.00 – GENERAL

This Traffic Manual is applicable to the Idaho State highway system and to signing on local roads and streets adjacent and related to the State highway system. Local jurisdictions may use this manual as a guide if they so desire.

SECTION 001.00 – BASIC CONCEPTS AND STANDARDS

001.01 Legal Authority. The legal authority for regulating, warning, or guiding traffic on Idaho's public thoroughfares is established by State law. Applicable provisions of the statutes covering setting up and obeying traffic control devices are as follows:

- 40-301 IDAHO TRANSPORTATION BOARD -- CREATION -- AUTHORITY
- 40-309 POWERS AND DUTIES -- VESTED POWERS
- 40-310 POWERS AND DUTIES -- STATE HIGHWAY SYSTEM
- 40-312 POWERS AND DUTIES -- RULES AND REGULATIONS
- 40-502 MAINTENANCE OF STATE HIGHWAYS
- 49-201 DUTIES OF BOARD
- 49-202 DUTIES OF DEPARTMENT
- 49-206 PROVISIONS UNIFORM THROUGHOUT STATE
- 49-207 MUNICIPAL REGISTRATION PROHIBITED -- POWER TO ENACT REGULATORY ORDINANCES NOT ABOLISHED (See [Board Policy B-12-07](#) and [Administrative Policy A-12-07](#))
- 49-208 POWERS OF LOCAL AUTHORITIES
- 49-209 LOCAL TRAFFIC-CONTROL DEVICES
- 49-223 SALE OF NONCONFORMING TRAFFIC-CONTROL DEVICES
- 49-801 OBEDIENCE TO AND REQUIRED TRAFFIC-CONTROL DEVICES
- 49-1315 REPORT AND INVESTIGATION OF TRAFFIC HAZARD CAUSING ACCIDENT

001.02 Traffic Manual vs. MUTCD. In any case of conflict between this manual and [MUTCD](#), the [MUTCD](#), as adopted by the State, will be followed. Any suspected conflicts should be discussed with the Traffic and Highway Safety Engineer (THSE), who will verify or explain interpretations between the two manuals. A conflict will be corrected by the Traffic and Highway Safety Engineer as soon as a manual revision can be made.

There are some areas where Idaho may apply the standard differently, but these do not constitute a conflict but rather are an application of engineering judgment to better meet the needs of motorists in Idaho.

001.03 Approved Products. All traffic control devices and accompanying hardware utilized on the State highway system shall be crashworthy in accordance with the National Cooperative Highway Research Program Report 350 (NCHRP-350). The Office of Traffic and Highway Safety (OTHS) shall maintain a list of approved devices that meet the report requirements.

001.04 Experimental Use Of Traffic Control Products. The District Traffic Sections shall work in conjunction with Office of Traffic and Highway Safety to promote a thorough evaluation of experimental products, reduce redundant product testing, and ensure compliance to FHWA experimental product evaluation and documentation procedures. All district experimentation requests shall be submitted to the Traffic and Highway Safety Engineer for final review and submittal to FHWA. Copies of approved requests will be distributed to all District Traffic Sections by the Office of Traffic and Highway Safety.

All non-ITD approved traffic control devices and accompanying hardware may be used on an experimental basis under the following conditions:

- If they meet the experimental standards established in the [MUTCD](#), as adopted by the State.
- If they have a high likelihood of increasing the highway and/or worker safety and/or improving the operational efficiency of the highway system.
- If they do not exhibit any obvious safety hazards or manufacturing deficiencies.
- If the District is willing and able to provide adequate testing and evaluation of the experimental device in accordance with [MUTCD](#) criteria.
- If the experimentation request is approved by FHWA.

001.05 Traffic Manual Revisions. All requests for a revision to the Traffic Manual shall be submitted to the Traffic and Highway Safety Engineer on an [ITD-0063](#), Request To Change Manual form. The requested revision will be reviewed and then distributed by the Office of Traffic and Highway Safety to all effected parties for their review and comment prior to submittal to FHWA for final approval. If FHWA approval is given the revision will be incorporated into the next Traffic Manual update by the Office of Traffic and Highway Safety.

SECTION 002.00 – OFFICE OF TRAFFIC AND HIGHWAY SAFETY

002.01 Functions. The Traffic and Highway Safety Engineer is in charge of the Office of Traffic and Highway Safety and is responsible for:

- Activities and research to promote the safe, orderly, and expeditious movement of persons and goods on the State highway system.
- Standardization of traffic engineering practice in all districts.

- Coordinating the activities of and furnishing advice, guidance, and instruction to district personnel on traffic matters.
- Participating in the work of state and national committees concerned with traffic engineering and uniformity of traffic control devices.

002.02 Responsibilities. The major responsibilities of the Office of Traffic and Highway Safety are as follows:

002.02.01 General Duties.

- Prepare replies to public correspondence on general traffic matters.
- Prepare reports on traffic items relating to design and operation of highways.
- Furnish data for and work on state and national committees concerned with traffic engineering.
- Coordinate traffic regulations, accident problems, and enforcement requirements with the Department of Law Enforcement.
- Coordinate statewide traffic engineering activities and practices with other state, U.S., and local governmental agencies such as Federal Highway Administration, Bureau of Reclamation, Bureau of Land Management, Forest Service, Fish and Game Department, Local Highway Technical Assistance Council, cities, villages, counties, highway districts, etc.
- Assist district personnel in meeting with local agencies, groups, and individuals concerned with traffic matters.
- Prepare statewide agreements on traffic control devices.
- Prepare Traffic Minute Entries.
- Review agreements for signal maintenance. Review sign maintenance or construction agreements.

002.02.02 Data Collection and Studies.

- Review district studies and reports on traffic control devices, speed zoning, parking regulations, accidents, and related traffic matters.
- Keep a complete record and inventory of traffic control items on the State highway system including signing, traffic signals, highway lighting, railroad crossing protection, speed zoning and traffic regulations.

002.02.03 Highway Geometrics, Design and Operations.

- Recommend and review geometric design policies and develop manual information covering traffic operational phases of highway design.
- Review project plans to determine that geometric design policies and traffic operational requirements are being followed.
- Develop encroachment and approach policies for the State highway system and coordinate with districts on any application problems.

002.02.04 Traffic Control Devices

- Develop and maintain policies, standards and specifications for traffic signals, signs, illumination, ITS devices, delineation, and pavement markings.
- Review district plans for traffic control devices.
- Coordinate and administer policies, procedures, and interagency agreements for special signing programs.
- Coordinate and maintain uniformity in all traffic control devices in accordance with the Manual on Uniform Traffic Control Devices, as adopted by the State, as required by Idaho statutes.
- Maintain a list of approved devices that meet NCHRP-350 requirements (see Section 601.03).
- Develop and maintain standard specifications for traffic items.
- Make field inspections of installations and advise districts in the planning, design, construction and operation of traffic control devices.
- Administer the fabrication of highway signs in the Sign Shop, including development of material specifications, development of fabrication procedures, and distribution of finished signs to districts.
- Administer the Department's sign fabrication program with the State Penitentiary.
- Administer the Signal Shop operations, including troubleshooting, repair, warehousing and distribution of signal and lighting parts and equipment.
- Assist district personnel and communities in operating and maintaining ITS electrical control devices on the State highway system.
- Assist district personnel in the inspection of contracted electrical traffic control devices.
- Conduct research and testing of new traffic equipment and material for approval and use on the State highway system.
- Assist districts in maintenance of sign installations and improvement of sign maintenance procedures.

- Implement and administer the State flagging and work zone traffic control programs and related policies.
- Administer the State special events permit policy and assist district personnel in the establishment of inter-district special event agreements.

SECTION 003.00 – DISTRICT TRAFFIC

003.01 Functions.

- Prepare replies to public correspondence on traffic matters.
- Make the necessary field studies, collect pertinent data, and prepare reports with recommendations concerning speed zoning, school and pedestrian crossings, parking regulations, traffic signals, signing requirements, highway lighting, accident-prone locations, and other traffic-related matters as required. All studies and reports should be maintained in a permanent file along with appropriate approvals, in the district.
- Maintain effective liaison with law enforcement authorities within the district concerned with highway safety and traffic operations.
- In cooperation with other district staff and ITD's Public Affairs Officer, prepare suitable information on construction projects, traffic detours, changes in traffic operations, and other circumstances that require advisement to the traveling public.
- Investigate inquiries and meet with local communities, groups, and individuals concerned with traffic matters.
- Prepare reports as requested.
- Assist the District Project Development Engineer in the solution of traffic service and operation problems involved in or related to the geometric design of projects and in the solution of related detour problems.
- Assist the Area Right-of-Way Agent in the solution of right-of-way acquisition problems encountered where traffic flow and traffic safety are a consideration.
- Supervise the issuing of permits for encroachments, connections to the State highway system, and other related matters which involve traffic functions and control of access to the highway. Some districts may assign the Right of Way Section this responsibility with the Office of Traffic and Highway Safety serving an advisory role.
- Prepare plans, cost estimates, and special provisions for traffic control items to be constructed in the district.
- Review project change orders on traffic control devices.

- Assist the Regional/Resident Engineer on construction projects and contractor operations to ensure:
 - Consistent compliance with traffic safety requirements.
 - Proper signing and maintenance of project traveled ways and detours.
 - Adequate provisions for the safe movement of traffic.
 - Material approval and construction inspection of traffic-related items.
- Assist the District Maintenance Engineer in providing safe and adequate traffic service during highway maintenance operations.
- Make periodic field inspection of the State highway system and all traffic control devices including construction and maintenance work zones to ensure that proper vehicle operations are provided and to make certain that necessary adjustments and maintenance are accomplished.
- Supervise the District Sign Foreman in the installation, servicing and repair of highway signs.
- Supervise the Traffic Signal Technician (Electrician) in the installation, servicing and maintenance of highway illumination and traffic signals.
- Coordinate and assist the pavement marking crew work in the district. In some districts the marking crew works directly for the District Traffic Section.
- Prepare and recommend special signing and striping layouts as required.
- Maintain a complete inventory of electrical traffic-control devices, no-passing zones, safe-speed logs, speed-control zoning, special pavement markings, destination and distance sign installations, traffic-control device maintenance records and other related inventories.
- Coordinate the installation and maintenance of traffic signals and highway illumination. Make periodic field inspections and adjustments to be sure that these services are operating at optimum efficiency.
- Coordinate district traffic engineering activities and practices with other state, U.S. and local governmental agencies.
- Coordinate and maintain uniformity in all traffic control devices in accordance with the Manual on Uniform Traffic Control Devices, as adopted by the State, as required by Idaho statutes.
- Assume any other responsibilities in connection with traffic-related features, vehicle operations or traffic safety that may be required.